



# Writing

## Before

### Plan

- ✓ Identify purpose
- ✓ Identify audience
- ✓ Organise ideas relevant to topic
- ✓ Consider layout format and presentation

### Practice

- ✓ Use planning strategies such as mind-maps, bullet points...
- ✓ Generate ideas through research, talking, thinking...

### Remember

- ✓ Better planning makes for better writing

## During

### Purpose/ key ideas

- Introduce topic clearly
- Stick to the purpose
- Order ideas logically
- Use specialist vocabulary
- Conclude clearly

### Style and tone

- Make choices which build on your strengths
- Use effective linkage to show relationships between ideas

### Interaction

- Use teacher advice
- Peer assess
- Compare with previous writing

### Be flexible

- Review and edit as you write
- Check clarity and accuracy

### Be clear

- Check spelling and punctuation
- Check sentence structure
- Use accurate paragraphing

### Use notes and writing

- To generate ideas
- To retain and recall
- To explore problems
- To make decisions
- To create original text

## After

### Decide

- ✓ Has my writing met the purpose and Success Criteria?
- ✓ Is it an appropriate length?

### Reflect

- ✓ Does my writing stick to the point?
- ✓ Read clearly?
- ✓ Link ideas effectively?
- ✓ Present information in an attractive way?
- ✓ Open and close well?